

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: FISCAL SERVICES SPECIALIST II

POSITION LOCATION: Agency Administration

POSITION REPORTS TO: Director of Finance

POSITION SUPERVISES: Accounting Technicians I, II, III

MINIMUM QUALIFICATIONS:

Three years of governmental accounting experience equivalent to Accounting Tech III. A Bachelor's Degree with a major in Accounting from an accredited college or university may substitute for one year of the required experience.

MAJOR DUTIES AND RESPONSIBILITIES:

Responsible for a segment of the agency fiscal management section in which preparing, verifying, analyzing and/or interpreting financial statements and reports are required, and exercising discretion and independent judgment within the agency's established work system. Applies and exercises accounting principles and practices within government accounting. Supervises subordinate clerical and technical personnel. Maintains ledger accounts for all transactions on an on-going basis. Compares two or more forms, lists, columns, or aggregations of figures, using visual observation and calculator, and totals both set of figures, noting discrepancies and rechecking payroll by thorough examination in comparison with validated records. Makes entries to and revisions of agency accounts including budget amendments, transfers and corrections. May be responsible for agency accounts receivable schedule. May be responsible for grants and fund management. Schedules work and establishes priorities for subordinate-level staff; resolves technical problems and questions presented by subordinates; and, reviews and verifies work of subordinates.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, concepts, practices, methods and techniques of government accounting and fiscal management. Knowledge of the methods and techniques of data processing as it relates to accounting practices. Skill in work management and work leadership. Skill in the analysis and interpretation of financial data. Skill and ability in working and automated accounting systems.